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**Trainee Educational Mental Health Practitioner (EMHP)**

**Mental Health Support Teams In Schools**

A person smiling for the camera

Description automatically generated with medium confidence **A message from our CEO, Allan Myatt**

Dear Applicant,

Thank you for your interest in the post of Trainee Educational Mental Health Practitioner on the Mental Health Support Teams in Schools programme.

Over the last three years, the strategic plans we set in 2019 have successfully guided us through a particularly challenging period around the world. Within this time, we have strengthened our infrastructure, said goodbye to some services and welcomed and substantially grown others. We have adopted a new brand identity, giving us a much fresher and more optimistic outlook. We have also invested in our most important asset, our staff, and begun to apply our values across every area of our work. In short, we are now a safer, healthier, and more resilient organisation which has enabled more children, young people and families to feel safer, healthier and more resilient too.

In June last year, we began the process of looking forward to set out a plan for the next three years. We looked at what had been working well and what more needs to be done to improve our quality and reach within the East of England. Our strategic plan for 2022 – 25 has now been approved by our Board of Trustees and we see the recruitment of this post as critical in helping us achieve our objectives.

I wish you the best of luck with your application.

Best regards,

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Allan Myatt

**Who Are Ormiston Families?**

Ormiston Families is one of the leading charities working with children, young people and families in the East of England. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

**About Our Mental Health Support Teams in Schools (MHSTS)**

Mental Health Support Teams in Schools is a government initiative to support children and young people at the earliest opportunity by developing mentally healthy schools. Ormiston Families works in partnership with the Norfolk and Waveney Health and Care Partnership to deliver evidence-based interventions across a group of schools.

The post holder will train in low intensity, CBT-informed interventions at the University of East Anglia as part of a whole school approach to improving children and young people’s mental health. You will be part of a Team based in King’s Lynn or North Norfolk. There is an expectation that you will be able to travel independently to visit and work with educational settings in the area.

The role of the Education Mental Health Practitioner within MHSTs is pivotal in improving access to evidence-based intervention at the earliest opportunity. Working alongside school staff, you will develop a positive culture which allows children and young people to talk about their mental health without fear of being stigmatised and develop a whole school approach to educating pupils positive steps to stay mentally well and recognize when support is needed.

Alongside the development of whole school approaches, you will also be carrying out direct CBT-informed interventions with children and young people experiencing mild to moderate mental health difficulties. These individual interventions will take place in their educational setting and where appropriate, you will collaborate with parents/carers to coproduce their own agreed plan of care.

You will receive high-quality supervision from the Senior Children Wellbeing Practitioner/Senior Therapist who will support you to reflect on your learning and enable you to use this in practice. This will be key to ensuring the successful delivery and sustainability of the MHSTs.

Once you have qualified from your training with the University of East Anglia, you will receive your Education Mental Health Practitioner accreditation. Obtaining this accreditation means you will have the opportunity to join the Psychological Professions Network, which is a membership network for all psychological professionals and stakeholders in NHS commissioned psychological healthcare.

**About the role**

The role of the Education Mental Health Practitioner within MHSTs is pivotal in improving access to evidence-based intervention at the earliest opportunity. Working alongside school staff, you will develop a positive culture which allows children and young people to talk about their mental health without fear of being stigmatized and develop a whole school approach to educating pupils positive steps to stay mentally well and recognize when support is needed.

**About you**

As the post holder you will have interest in the wellbeing and mental health of children and young people. Early intervention and the ability to engage with a wide range of professionals. You will have experience of working with children, young people and parents and have an understanding or knowledge of a range of presenting mental health difficulties and challenging behaviour.

**Safer Recruitment**

**Application Process / Post Requirement**

You must demonstrate that you meet the competencies; experience, knowledge, skills, and qualifications, that are required for this role (see Job Description below).

You must complete and submit an online application form (via the ‘Work with Us’ section of our website) detailing in the personal statement section, how you meet the criteria.

**Rights to Work in the UK** (RTW) (in person or remote)

The Recruiting Manager will need to see the original documents providing proof of your right to work in the UK.

* UK Passport / Full UK Birth Certificate / Drivers Licence / Utilities Bill   
  (proof of address)
* EUSS Permanent Status or Pre-Status Share Code
* Current EU/EAA/Swiss Citizen Passport
* EU/EAA/Swiss Citizen Visa
* Home Office Certificate
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held remotely, you will need to email copies of your RTW documents to the Recruiting Manager before the interview. At the remote interview [Teams, Skype, Zoom] you will need to have the original hard copy documents available so the relevant checks can be undertaken.

**Safeguarding and DBS Requirements for Your Role**

Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

**Disclosure and Barring Service (DBS) Checks:**

As this position meets the definition of regulated activity under the Protection of Freedom Act 2012, appointments to this post will be subject to an enhanced DBS check with barred list check.

* Employment can commence once the check has been satisfactorily completed.
* If you have a conviction on your DBS check, an assessment of the relevance and impact of the conviction in relation to the post will be done to determine if the job offer can be confirmed.
* It is a serious criminal offence to knowingly apply for posts when you have been barred from working with children/young people and/or vulnerable adults.
* Additional questions for roles working with children, young people, or vulnerable adults to be explored at interview.
* As this post involves working either with children and young people or vulnerable adults Warner or Safer Care motivational type questions may be asked during the interview process.
* These questions are asked to establish your suitability to work with vulnerable groups by understanding your attitude, behaviour, and responses to situations.
* The questions will relate to your inspiration for working with vulnerable groups, your ability to build relationships and your resilience when working with such groups and may also explore your attitude to the use of authority.
* If you feel you would find these questions about yourself difficult to respond to then you may wish to reflect upon your suitability for the post.

**Disclosure**

* Ormiston Families encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process.
  + This information can be sent under separate, confidential cover to the Human Resources Team [**hr@ormistonfamilies.org.uk**](mailto:hr@ormistonfamilies.org.uk)
  + Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
* Unless the nature of the position allows Ormiston Families to ask questions about your entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.
* Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.
* Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
* Having a criminal record will not necessarily bar you from working with Ormiston Families. This will depend on the nature of the position and the circumstances and background of the offences.

**Qualification**

* The Recruiting Manager will need to see the original copies of your qualification either in person or via video conference.
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held via video conference, you will need to email copies of your qualification to the Recruiting Manager before the interview. At the interview, you will need to have the original hard copy documents available so the relevant checks can be undertaken.
* If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
* Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.
* If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

**References**

* If appointed, we will ask you for referee details which cover your past 3 years of employment, one of which must be your current/most recent employer.

**Health Check**

* If appointed and to ensure the post does not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form, and may be required to have a medical via Occupational Health.
* This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).
* It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

**GDPR / Data Protection:**

* Ormiston Families is required by law to comply with the UK GDPR / Data Protection Act 2018.
* Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
* Personal information is information relating to a living individual who can be identified.
* It is each individual employee’s responsibility to handle all personal information properly no matter how it is collected, recorded and used, whether on paper, in a computer, or on other material.
* Personal information must not be disclosed to others unless authorised to do so.
* All personal /sensitive information will be sent to you via Egress encryption service or password protected.

**Equal Opportunities:**

* Ormiston Families is an equal opportunities employer.
* We value diversity and welcome applications from all sections of the community.
* We ask you to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.
* The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
* In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.
* Ormiston Families seeks to ensure that all employees are selected, trained, and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.

**Any queries, please email: emma.clough@ormistonfamilies.org.uk**

**Ormiston Families reserves the right to close the vacancy early if we have received sufficient applications ahead of the closing date.**

**Information about working   
for Ormiston Families**

**Job Title:** **Trainee Educational Mental Health Practitioner**

**Duration**

The post advertised is permanent and full-time.

**Hours of Work and Working Arrangements:**

* The normal working week is 37.5 hours, Monday to Friday and covers 52 weeks per year.
* You will be required to work flexibly to meet the needs of the service which may include evenings and weekends.

**Location:**

* Your base will be King’s Lynn, Breckland or North Norfolk, with periodic visits to the Hub in Norwich.

**Salary:**

* The scale for this post is grade 6 point 23, £23,024.00 per annum, based on 37.5 hours per week.
* Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

**Probationary Period:**

* The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

**Travelling Requirements for Your Role**

* Ormiston Families positively encourages the use of technology to communicate and engage but in this role you will need to travel.
* You must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
* Any mileage undertaken on behalf of Ormiston Families will be paid in accordance with our Expenses Policy and within Her Majesty’s Revenue and Customs guidelines.
* If you require a reasonable adjustment due to a disability to meet the travel requirements of this role, please speak with the contact detailed below.
* If you use your own vehicle for the purposes of work, you must ensure that your insurance policy covers you for this purpose.



**Job Description**

**Job Title: Trainee Educational Mental Health Practitioner**

**Service: Mental Health Support Teams in Schools**

**Location:** **King’s Lynn, Breckland or North Norfolk (please can applicants stipulate in their personal statement which location they are applying for, or whether they wish to be considered for either)**

**Job Purpose**

The role of the Education Mental Health Practitioner within MHSTs is pivotal in improving access to evidence-based intervention at the earliest opportunity. Working alongside school staff, you will develop a positive culture which allows children and young people to talk about their mental health without fear of being stigmatized and develop a whole school approach to educating pupils positive steps to stay mentally well and recognize when support is needed.

**Main Duties and Responsibilities**

|  | **Education Mental Health Practitioner**  **(In Training)** |
| --- | --- |
| Key Deliverables | To allow the postholder, under supervision and with support, to develop knowledge and practice skills in   * Delivering evidence-based, CBT-informed interventions for children and young people in education settings with mild to moderate mental health problems * Helping children and young people within these settings who present with more severe problems to rapidly access more specialist services * Supporting and facilitating staff in education settings to identify and where appropriate manage issues related to mental health and wellbeing * Working with and within education environments to afford better access to specialist mental health services   And to evidence development of those skills with associated knowledge acquisition to record and evidence progression towards an academic award and practical ability. This will be demonstrated through written assignments, clinical video recordings and case study presentations. |
| Examples of Key Relationships | Educational supervisor  Higher Education Institution  Placement supervisor  Identified school settings  Mental Health Support Team Lead  Line Manager  Clinical Supervisor Children, young people and families/carers |
| Therapeutic  Assessment and Intervention | 1. Be educationally supervised, supported and assessed to assess and deliver outcome focused, evidence-based, CBT-informed interventions in educational settings for children and young people experiencing mild to moderate mental health difficulties. 2. Developing skills in supporting children and young people experiencing mild to moderate mental health difficulties, their parents/carers, families and educators in the self-management of presenting difficulties. 3. Developing and practicing evidence-based skills under supervisory support of working in partnership with children, young people, their families and educators in the development of plans for the specific intervention and agreeing outcomes. 4. Developing and learning the skills required in order to enable children and young people in education, and where appropriate parents/carers to collaborate and coproduce their own agreed plan of care. 5. Show evidence in a variety of forms that at all times assessment and intervention is provided from an inclusive values base, which recognises and respects diversity. 6. Discuss with supervisors and agree to accept appropriate referrals for children and young people in educational settings, according to agreed local and national and local referral routes, processes and procedures. 7. Under supervision, undertake accurate assessments of risk to self and others. 8. Learn, understand, rationalise and adhere to the protocols within the educational service to which the postholder is attached. 9. Engage along with more senior staff in the signposting of referrals for children and young people with more complex needs to the relevant service. 10. Engage in robust managerial and clinical supervision, identifying the scope of practice of the individual postholder within the role, and working safely within that scope. 11. Gain and practice a range of interventions related to provision of information and support for evidence based psychological treatments, primarily guided self-help. 12. Practice, evidence, reflect on and demonstrate an ability to manage one’s own caseload in conjunction with the requirements of the team. 13. Attend multi-disciplinary and multi-agency meetings relating to referrals or children and young people in treatment, where appropriate, both for personal educational benefit in discussion with supervisors, or to provide direct assistance. 14. Keep coherent records of all training and clinical activity in line with both health and education service protocols and use these records and outcome data to inform decision making. 15. Complete all requirements relating to data collection. 16. Show evidence of working within a collaborative approach, involving a range of relevant others when indicated. Specifically, work in collaboration with teachers and other educational staff, parents, children, young people and the wider community to enhance and broaden access to mental health services. 17. Contribute to the development of individual or group clinical materials or training materials and go on to develop further such materials as falls within own degree of competence. |
| Training & Supervision | 1. Attend and fulfil all the requirements of the training element of the post including practical, academic and practice-based assessments. You will be committed to 4 days training a week and this will periodically reduce throughout the training year. 2. Additional time required to commit to the completion of the course outside of University and work days. 3. As well as attendance at the University for training, fulfil private study requirements to enhance learning and prepare assignments for examination, for at least one day a week. 4. Apply learning from the training program directly to practice through the course. 5. Receive practice tutoring from educational providers in relation to course work to meet the required standards. 6. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered. 7. Respond to and evidence the implementation of improved practice because of supervisor feedback. 8. Engage in and respond to personal development supervision to improve competences and practice. 9. Be involved in the evaluation of the course 10. Disseminate research and service evaluation findings through presentations and supervisory discussions. |
| Professional | 1. Ensure the maintenance of standards of own professional practice according to both the postholder’s employer and the Higher Education Institution in which they are enrolled. 2. Ensure appropriate adherence to any new recommendations or guidelines set by the relevant departments. 3. Ensure that confidentiality is always protected. 4. Ensure that any risks or issues related to the safety and wellbeing of anyone the postholder comes into contact within the course of their professional duties are communicated and shared with appropriate parties in order to maintain individual safety and the public interest. 5. Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development. 6. Participate in individual performance review and respond to agreed objectives. 7. Keep all records up to date in relation to Continuous Professional Development and the requirements of the post and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments. 8. Attend relevant educational opportunities in line with identified professional objectives. |

**Generic Duties**

* To undertake any other reasonable duty, which is appropriate to the grade when requested by senior staff.
* To be familiar with and comply with all Ormiston Families policies, procedures, protocols and guidelines.
* To demonstrate an understanding and commitment to the charity’s values.
* You may be required to conduct other tasks based on the business needs.

**Personal Specification**

**Qualifications**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Ability to study at degree level. | A further relevant degree qualification |
| Proven record of previous academic attainment. | Teaching qualification |
| Minimum NVQ Level 4 Qualification. | Youth Mental Health First Aid trained |
| Good solid basic literacy and numeracy qualifications at a minimum of level 2 |  |

**Experience**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| The applicant will have previous experience of working with children and young people | Experience of working with children and young people, their families and others. |
| Ideally candidates will have experience in both mental health and in education | Experience of working and liaising with a wide variety of agencies and stakeholders |
| Experience in co-production with children and young people. | Experience of working with children and young people who have social, emotional and/or behavioural difficulties |
| The applicant will have some knowledge or previous experience of Safeguarding. | Experience of working with anxiety disorders |
|  | Experience of working with affective (mood) disorders |
|  | Experience of the delivery of specific therapeutic interventions to children, young people or their families (e.g. CBT, solution focused brief therapy) |

**Abilities and Knowledge**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Ability to learn in a variety of settings and using a variety of learning methods | Ability to carry out 1:1 therapeutic mental health interventions with children |
| Computer literate | Ability to carry out 1:1 therapeutic mental health interventions with families |
| Ability to study as a self-motivated learner who can formulate their own progress towards learning objectives and negotiate pathways to achievement with supervisory teams | Ability to conduct group parenting programmes |
| Knowledge of the educational system in England | Ability to work within educational settings to increase mental health awareness within the staff group |
| Knowledge of children and young people gained through academic study in child development, child wellbeing or mental health. | Ability to conduct mental health assessments of children and young people |
| Full, enhanced and current satisfactory DBS disclosure for the role | Ability to make an assessment of risk and to record and communicate it appropriately. |
| Once qualified, the applicant will understand that they will manage a sensitive, traumatic, and potentially emotionally distressing caseload. | Ability to take appropriate action to mitigate or manage risk. |
| Excellent oral and written communication skills | Knowledge of educational environments |
| Holding a Driving License and having access to a car for work purposes is essential. The post requires regular travel to the UEA and MHST schools. | Knowledge of safeguarding issues |
| Self-motivated | Knowledge of capacity and consent issues including Gillick competence |
| Team player | Full, enhanced and current satisfactory DBS disclosure for the role |
| Excellent time management and organisational skills | Ability to personally manage a sensitive, traumatic and potentially emotionally distressing caseload |
| Able to meet the physical requirements of the role after reasonable adjustments have been made for any illness or disability. | Excellent oral and written communication skills |

**Professional and Personal Development**

* All staff must ensure that they are aware of their responsibilities by attending mandatory training and our induction programme.
* All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member’s progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
* All staff will be expected to take responsibility for their own professional development and will be supported to achieve development opportunities as appropriate.

**Health and Safety**

* All staff have a responsibility to maintain the health and safety of self and others within the performance of duties in accordance with health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the risk management policies & procedures.
* All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving service users, carers, staff, contractors or members of the public.

**Confidentiality and Information Governance**

* All staff may gain or have access to confidential information about the assessment and/or treatment of service users, information affecting the public, private or work related staff information, or charity matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.
* All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.
* All staff must ensure compliance with the Data Protection Act 2018 and the UK GDPR.

**Safeguarding: Adults and Children** (Section 11 of the Children Act 2004)

* Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults.
* Safeguarding and DBS requirements for your role:
* Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

**Senior Managers**

* Under Section 11 of the Children Act senior managers have responsibility for ensuring that service developments take into account the promotion of welfare and is informed by the views of children and families; providing training on safeguarding for all staff; recruiting safely; ensuring there is effective inter-agency working and information sharing.



**Freedom of Information (FOI)**

* All members of staff must be aware of their responsibilities under the Freedom of Information (FOI) Act 2000. The Act gives individuals or organisations the right to request information held by the charity. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Privacy Officer.

**Data Quality**

* The Charity recognises the role of reliable information in the delivery & development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the charity’s policy and procedures for data quality.
* This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of terms and conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

**Benefits & Recognition**

**All benefits are discretionary, and Ormiston Families reserves the right to change or amend benefits at any given time.**

**Cycle to Work**

* Cycle to Work allows you to order a new bike, equipment or both up to the value of £1,000 which you can pay back through your salary to make tax savings.

**Annual Leave Entitlement:**

* The basic annual leave entitlement is 27 days plus additional leave for employees who have completed 1 year’s service up to a maximum of 30 days
* Part-time employees receive a pro-rata allowance according to the number of hours they work per week.
* Ability to buy and sell up to 5 days’ annual leave within any leave year. (All leave must be taken within the year it is purchased including any agreed leave brought forward from the previous year.)

**Group Life Assurance:**

* Ormiston Families provides a death in service benefit to all permanent employees.

**Occupational Sick Pay Scheme:**

* Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

**Pension:**

* Ormiston Families provides a Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

**Sponsorship:**

* Ormiston Families provides the opportunity to apply for sponsorship to employees who have completed their probationary period and been in post for at least 12 months to undertake nationally accredited or chartered certification awarded by professional associations.

**Employee Assistance Programme:**

* Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and face to face counselling (up to 6 sessions), financial and legal advice and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

**The Hive:**

* The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in some stores.

**The Wellbeing Centre:**

* Accessed via The Hive, the Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.



**A group of people shaking hands

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**We build supportive partnerships, communities and networks**